



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-115

Date: January 18, 2012

14 FAM 560

ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES

Changes

1. This Change Transmittal issues various edits and the following revisions to subchapter 14 FAM 560:
 - **14 FAM 562.1, Miscellaneous Expenses not Covered by Per Diem, subparagraph a(5):** For yellow fever inoculations, there is no requirement for prior authorization for reimbursement;
 - **14 FAM 567.1-4, Extra-Fare Train Service (Express Trains):** The use of the lowest class (coach or economy) of service available by rail is deemed advantageous without regard to specific trains and should be used when available or when circumstances permit. Business-class accommodations on extra-fare trains and first-class accommodations in the United States may be authorized only as provided in 14 FAM 567.1-1 and 14 FAM 567.1-2;
 - **14 FAM 567.2-3, First-Class Travel:** For Commerce, first-class travel will only be authorized if no other commercial service is reasonably available or such travel is necessary for reasons of disability or medical condition (for details on Commerce's policy on use of business-class accommodations, contact the Office of Foreign Service Human Capital). The use of first-class air accommodations also may be authorized for an attendant(s) who is authorized to accompany the employee, when the employee is authorized first-class air accommodations and MED or the regional medical officer or other competent medical authority or the Disability/Reasonable Accommodation Division (HR/ER/DAD) certifies in writing that the employee's disability or other physical impairment requires the services of the attendant(s) en route;

- **14 FAM 567.2-4, Business-Class Travel:** For Commerce, business-class travel can be authorized or approved by the Chief Financial Officer and the Assistant Secretary for Administration except in cases of medical necessity or emergency evacuation, when the Deputy Assistant Secretary for International Operations is delegated authority to approve. Business-class travel will only be authorized if no other commercial service is reasonably available or such travel is necessary for reasons of disability or medical condition. For all participating foreign affairs departments and agencies, upon the recommendation of the Office of Medical Services (MED) or, in exigent circumstances, other competent medical authority, or the Disability/Reasonable Accommodation Division (HR/ER/DAD), the use of business-class air accommodations may be authorized or approved when necessary to accommodate an employee's disability or special need; and
 - **14 FAM 567.2-5, Procedures for Reporting Use of Premium-Class Travel:** This section has been completely revised. It deals with premium-class travel by airplane, train, or vessel, and the conditions and circumstances under which premium-class travel may be authorized.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
 4. The office responsible for the material in this subchapter is the Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 560 (CT:LOG-100; 07-06-2011) and insert revised subchapter 14 FAM 560 (CT:LOG-115; 01-18-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:LOG-115, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.